

**LIBRARY OF VIRGINIA**

Archival and Records Management Services Division
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS TRANSFER LIST AND RECEIPT

(Form RM-17 July 2008)

Accession/Transfer Number _____

SEE INSTRUCTION SHEET FOR MORE DETAILS

1. Agency / Locality / Other Entity Library of Virginia		2. Agency / Locality Code 202		3. Department Name Human Resources	
4. Agency / Locality Contact Jane Smith				5. Telephone Number and Extension 804-555-1234	
				6. E-mail JX@lva.virginia.gov	
7. Record Pickup Address Room, Building, Street, City, and Zip Code 800 E. Broad St. Richmond VA 23219 Room 562			8. Billing Address 800 E. Broad St. Richmond VA 23219		
9. Records Transfer to/for: Please check one <input type="checkbox"/> Archives <input type="checkbox"/> Imaging services branch <input checked="" type="checkbox"/> State Records Center (SRC) <input type="checkbox"/> Other			10. Restrictions to Use or Access for Archival Transfers <input type="checkbox"/> No <input type="checkbox"/> Yes, explain and provide code citation:		
11. Media Format Please check one <input type="checkbox"/> CD/DVD <input type="checkbox"/> Electronic <input type="checkbox"/> Fiche <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other			12. Special Notes		
13. Schedule Number GS-103		14. Series Number 100484		15. Records Series Title Employee Health Records	
16. Agency Box Number	17. SRC Bar Code Number No barcodes for archival transfer	18. Contents Beginning to end		19. Date Range Beginning to end	20. Accession Number Leave blank
7	0010120154	Employee Health Records A-M		1980-1996	
8	0010120176	Employee Health Records N-Z		1980-1996	
15	0010120177	Employee Health Records A-Z		1997-2001	
21. Agency / Locality Records Officer Print and sign name Lane Jones				22. Date of Authorization July 30, 2008	Page 1 of 1
Transfer Received By				Date Received	